

BYLAWS
MONROE COUNTY AREA AGENCY ON AGING
ADVISORY COUNCIL

ARTICLE I – NAME

The organization shall be known as the Monroe County Area Agency on Aging Advisory Council (herein referred to as “the Council.”)

ARTICLE II – AUTHORITY

Council members shall be appointed by the Monroe County Board of Commissioners.

ARTICLE III – PURPOSE

1. Represent the interests and needs of older adults in the County.
2. Monitor existing services, adherence to the Area Plan and priorities.
3. Act as advocate for older adults.
4. Assess and evaluate the unmet needs of older adults.
5. Advises the AAA on all matters relating to the administration of the Area Plan and operations conducted there under, including review of the Area Plan and Budget prior to their submission to the County Commissioners and the State Agency.
6. Educate the general public on the needs of older adults.
7. Provide a channel for recommendations and grievances, including serving as part of the grievance hearing and resolution process for programmatic appeals/grievances.
8. Hold Public Hearings on the Area Plan and such other Public Hearings on specific issues when necessary.
9. Review and discuss with the AAA Director any subcontracts before such contracts are let, be involved when problems arise between the AAA, sub-contractors and the State Agency.
10. Take into account the views of recipients of services under the Area Plan, matters of general policy arising in the development and administration of the Area Plan.

ARTICLE IV -MEMBERSHIP

1. The Council will consist of 17 voting members, 16 of which shall be legal residents of Monroe County and one (1) at large member.
2. Effective January 1, 1979, all appointments will be made for a three-year term. The at large member will serve for a one-year term.
3. In order to assure that the Advisory Council constitutes a maximally representative citizen body, the Advisory Council will be composed of the following:
 - a) More than 50% older adults *and* include older adults with the greatest economic and social need; and Area Agency service recipients (individuals 60 years or older who volunteer their services to the Area Agency shall be considered “Actual Consumers” for the purpose of Advisory Council membership so long as their volunteer involvement is frequent and sustained.)

- b) Include each of the following: (An individual may be counted as fulfilling only one of the following conditions, but must be counted both as any one of these and also as a consumer of services under the Area Plan.)
 - i. A proportion of low-income elderly at least equal to their proportion of the area's elderly. "Low income older person" is a person 60 years or older who is income-eligible for services under the State Plan criteria for Title XX.
 - ii. A proportion of older minority persons at least equal to their proportion of the area's elderly. "Older Minority persons" is defined as an individual 60 years old or older who self-identifies as a Native American, African American, Asian American, Spanish-speaking or a member of some linguistically distinct community. The elderly of such minority group shall be represented separately, in such proportion at least equal to their proportion of the area's elderly.
 - iii. Where a minority group's number is such that a strictly proportional calculation would not indicate membership under the regulations, a single seat per group shall, to the extent feasible, still be provided.
- c) One frail elderly person or representative of the frail elderly, per 12 Council members. "Frail elderly" is a person 60 years old or older, who experiences substantial difficulty with independent living on a daily basis. This definition includes elderly persons living in an institutional setting as well as persons living with or receiving help from relatives or a foster family. A 'representative of the elderly' is an individual who has frequent direct involvement with frail elderly.
- d) One or more local elected officials.
- e) One member may be an at large member of the business and professional community who does not necessarily live or reside in Monroe County.
- 4. Maximally representative council should be secured by seeking members in accordance with other demographic features, i.e. proportion of male to female, urban to rural, various geographical locations of residence, younger to older - and others of local significance.
- 5. Subcontractors under the area plan, their employees, and members of their boards of directors and advisory councils may, at the discretion of the Advisory Council, serve either as regular voting members or in an ex officio, nonvoting capacity. The Council's decision in this regard will apply universally, and require (where such members serve as a regular voting member) that such individuals comply with those provisions of the bylaws explicitly designed to avoid possibility of conflicts-of-interest.
- 6. Regarding Member attendance:
 - a) If a member fails to attend three meetings in succession without just cause, s/he may be requested to resign. If such person chooses not to resign, s/he will be removed under this clause.
 - b) If a member fails to attend two-thirds of the meetings in a year without just cause, the Commissioners must be informed, at the exercise of their option, such member may be removed for non-performance of duties.

ARTICLE V – MEETINGS

1. The Council will preferably meet monthly except January and February, but at least bi-monthly. Special meetings may be held at the call of the Chairperson. Notice of special meetings shall be issued at least five days prior to the date of such meeting.
2. Regular meetings must be advertised as required by Law. All meetings must be open to the public and conform to current Sunshine Laws.
3. A simple majority of Council members will constitute a quorum.
4. The Advisory Council shall keep minutes of each meeting. The minutes shall be approved by the Council. The approved minutes shall be available to the general public upon request. A copy of all minutes shall be maintained at the Monroe County Area Agency on Aging.
5. Roberts' Amended Rules of Order shall be used for procedures not specifically covered under these bylaws.

ARTICLE VI – OFFICERS

1. Council officers will be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer. All shall be elected annually, for a term of one year, at the first Council meeting following the appointment or re-appointment of members.
2. The Chairperson shall preside at all meetings. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. The Secretary will keep complete and accurate minutes of all meetings and promptly distribute such minutes to all Council members, the County Commissioners and all other bodies requiring and entitled to such minutes. Assistance will be furnished by the AAA staff for typing and distribution. The Treasurer shall receive and distribute discretionary funds and be responsible for record keeping and making reports of such funds to the Council and staff.
3. The Chairperson will appoint Standing Committees, composed of Council members, as required for the efficient operation and work of the Council. The Chairperson may also appoint with the approval of the Council Task Force groups. Persons not members of the Council may be appointed to Task Force groups.
4. The AAA Administrator shall be a member of the Council, and will serve ex-officio, without vote.

ARTICLE VII – CONFLICT OF INTEREST

“An Advisory Council member must absent himself or herself from all deliberations concerning programs or funding for projects with which his/her organization or immediate family member’s organization is directly involved. Any voting member of the Advisory Council who is directly involved with the development and/or implementation of a proposal or contract to be funded by the Area Agency will declare a potential conflict-of-interest at each Advisory Council meeting on the subject. The declaration will be stated and recorded as part of the minutes and will include refraining from any discussion, comments, or voting on matters pertaining to the program or contracts.”

ARTICLE VIII – FISCAL YEAR

The Fiscal year of the Council shall commence July 1st and end June 30th of each year. At the end of each Fiscal year, a detailed report of the activities, receipts and disbursements during the preceding year shall be presented.

ARTICLE IX – AMENDMENTS

Provisions of these bylaws may be amended by a two-thirds (2/3rds) vote of the Council members present at any scheduled meeting of the Council, provided notice of the proposed amendment shall have been given at a previous meeting, or in writing to every Council member at least fourteen (14) days prior to the meeting at which the amendment may be acted upon. The term “in writing” shall be understood via an acknowledged electronic means of distribution.

Amendment dates:
July 18, 2011
November 16, 2015